

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

This Schedule Supersedes Schedule 612-77

SCHEDULE  
NO.

612-123

PAGE  
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Occupational and Professional Licensing  
Board of Pilots

AGENCY		DIVISION
Item No.	Description	Retention
1.	ALPHA MASTER FILE - This record contains some or all of the following: name, address, certificate number with date issued or registration number, change of name, date of examination, renewals if applicable, results of examination, date of death.	Retain permanently. Transfer periodically to State Archives.
2.	COMPLAINT FILE - This file contains the original complaint form, investigative report, correspondence, charge letters, summonses, findings of fact, order of the Board and other pertinent information of a closed case.	Retain records for five years after the closing date, then destroy.
3.	MINUTES - This file contains the final version of the minutes of the meetings of the Board.	Retain records permanently until transferred to State Archives.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

8-25-91  
Date

*Roger W. Smith*  
Signature

*Director*  
Title

NOV. 21 1991  
Date

*Edward C. Papenfuss*  
State Archivist

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTC

PAGE 1 OF 2

1. DEPARTMENT/AGENCY

Licensing and Regulation

2. DIVISION

Occupational & Prfoessional

3. UNIT

Board of Pilots

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Alpha Master File

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM  
☒ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
< 1  
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
☐ OTHER(SPECIFY)  
< 1  
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

501 St. Paul Place, Baltimore, MD 21202  
9th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)  
MPIA

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☒ YES ☐ NO

Licensing history is computerized.

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to State Archives.

19. NAME AND TITLE OF PREPARER

Pamela J. Edwards  
Asst. Exec. Dir.

20. TELEPHONE NUMBER

333-6322

21. DATE

October 11, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTC

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1. DEPARTMENT/AGENCY  
Insurance and Regulation

2. DIVISION  
Occupational and Professional

3. UNIT  
Board of Pilots

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Minutes

5. EARLIEST YEAR/LATEST YEAR  
1980 TO 1991

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Final version of the minutes of the meetings of the Board which contain all action taken on applications, complaints, legislation, regulations and all other Board matters.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER(SPECIFY)  
3 ring binders

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL  
☐ NUMERICAL  
☒ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER(SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
1 ☒ OTHER(SPECIFY)  
NUMBER binder

10. ANNUAL ACCUMULATION

☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
< 1 ☒ OTHER(SPECIFY)  
NUMBER binder

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
501 St. Paul Place, Baltimore, MD 21202  
9th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
MPIA

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to State Archives.

19. NAME AND TITLE OF PREPARER  
Pamela J. Edwards  
Asst. Exec. Dir.

20. TELEPHONE NUMBER  
333-6322

21. DATE  
October 11, 1991